Asset Module

The Asset Module contains three forms:

- Stations and Maintenance Facilities form (A-10);

- Transit Way Mileage form (A-20); and

- Revenue Vehicle Inventory form (A-30).

Stations and Maintenance Facilities form (A-10)

The A-10 form collects data on passenger stations and maintenance facilities.

NTD requires all reporting transit agencies to complete this form. You will complete separate forms for directly operated (DO) and for purchased transportation (PT) services by mode. The form is not applicable for demand response taxi (DT).

Transit Way Mileage form (A-20)

The A-20 form collects mileage data on all fixed route and fixed schedule modes.

This form is required for all transit agencies with fixed route and fixed schedule modes that operate on fixed guideway. Transit agencies complete separate forms for DO and for PT services by mode. The form is not applicable to ferryboat (FB), demand response (DR), demand response-taxi (DT), jitney (JT), publico (PB), and vanpool (VP) modes.

Revenue Vehicle Inventory form (A-30)

The A-30 form collects data on the revenue vehicle inventory at the end of the fiscal year and identifies the characteristics of the vehicles in the fleet.

This form is required for all transit agencies. Transit agencies complete separate forms for DO and for PT services by mode.

Stations and Maintenance Facilities form (A-10)

| Home | e-File | Annual | Monthly Ridership | Safety & Security | Notes | Issues | Reports | Communications | Sys Admin | Help |

Form Name: Stations and Maintenance Facilities - DO (A-10)   **Mode:** MB   **Service:** DO   **Add Form Note**   **Close Form**

Line		a	b	c	g
		Number of Facilities			
Passenger Stations					
01	Americans with Disabilities Act of 1990 (ADA) accessible	3			
02	Americans with Disabilities Act of 1990 (ADA) non-accessible				
03	**Total Stations**	3			
04	**Number of Multi-Modal Stations**				
05	**Escalators**				
06	**Elevators**				

Maintenance Facilities

Line	General Purpose Maintenance Facilities	Owned	Leased from Another Public Agency	Leased from a Private Entity	Total
07	Facility size less than 200 vehicles	1			1
08	Facility size between 200 - 300 vehicles				
09	Facility size is greater than 300 vehicles				
10	**Number of Heavy Maintenance Facilities**				
11	**Total Maintenance Facilities**	1			1

Save   Close   Print

| Home | e-File | Annual | Monthly Ridership | Safety & Security | Notes | Issues | Reports | Communications | Sys Admin | Help |

Form Name: Stations and Maintenance Facilities - DO (A-10)   **Mode:** LR   **Service:** DO   Close Form

Line		a	b	c	g
		Number of Facilities			
Passenger Stations					
01	Americans with Disabilities Act of 1990 (ADA) accessible	16			
02	Americans with Disabilities Act of 1990 (ADA) non-accessible	0			
03	**Total Stations**	16			
04	**Number of Multi-Modal Stations**	0			
05	**Escalators**	2			
06	**Elevators**	1			

Maintenance Facilities

Line	General Purpose Maintenance Facilities	Owned	Leased from Another Public Agency	Leased from a Private Entity	Total
07	Facility size less than 200 vehicles	1			1
08	Facility size between 200 - 300 vehicles				
09	Facility size is greater than 300 vehicles				
10	**Number of Heavy Maintenance Facilities**	0			0
11	**Total Maintenance Facilities**	1			1

Close   Print

Home	e-File	Annual	Monthly Ridership	Safety & Security	Notes	Issues	Reports	Communications	Sys Admin	Help

Form Name: Stations and Maintenance Facilities - PT (A-10)   **Mode:** FB   **Service:** PT   **Add Form Note**   **Close Form**

Line	a	d	e	f	g

Passenger Stations   **Number of Facilities**

01	Americans with Disabilities Act of 1990 (ADA) accessible	2
02	Americans with Disabilities Act of 1990 (ADA) non-accessible	1
03	**Total Stations**	3
04	**Number of Multi-Modal Stations**	3
05	**Escalators**	
06	**Elevators**	1

Maintenance Facilities

General Purpose Maintenance Facilities	Owned by Service Provider	Owned by Public Agency for Service Provider	Leased by Public Agency for Service Provider	Leased by Service Provider	Total
07 Facility size less than 200 vehicles					
08 Facility size between 200 - 300 vehicles					
09 Facility size is greater than 300 vehicles					
10 **Number of Heavy Maintenance Facilities**					
11 **Total Maintenance Facilities**					

[Save]   [Close]   [Print]

Home	e-File	Annual	Monthly Ridership	Safety & Security	Notes	Issues	Reports	Communications	Sys Admin	Help

Form Name: Stations and Maintenance Facilities - PT (A-10)   **Mode:** DR   **Service:** PT   **Add Form Note**   **Close Form**

Line	a	d	e	f	g

Maintenance Facilities

General Purpose Maintenance Facilities	Owned by Service Provider	Owned by Public Agency for Service Provider	Leased by Public Agency for Service Provider	Leased by Service Provider	Total
07 Facility size less than 200 vehicles		1			1
08 Facility size between 200 - 300 vehicles					
09 Facility size is greater than 300 vehicles					
10 **Number of Heavy Maintenance Facilities**					
11 **Total Maintenance Facilities**		1			1

[Save]   [Close]   [Print]

Overview

The purpose of the A-10 form is to collect data on: (1) the number of passenger stations, both accessible and non-accessible, in accordance with the Americans with Disabilities Act of 1990 (ADA); (2) the number of elevators and escalators within passenger stations; and (3) the number of maintenance facilities by size and ownership categories.

Reporting Requirements and Thresholds

All transit agencies must complete this form even if there are no facilities to report. Complete one form for each mode and type of service (TOS) except for demand response taxi (DT).

What Has Changed from Prior Year

There are no changes to the A-10 form for the 2013 report year.

Approach

The reported data represents the inventory of passenger stations and maintenance facilities used for directly operated (DO) and purchased transportation (PT) services at the end of the fiscal year.

Passenger Stations

The passenger station information is only reported for fixed route, fixed schedule services (rail modes, bus modes, trolleybus (TB), ferryboat (FB), aerial tramway (TR)). All passenger stations are reported, even though the NTD reporter may not own them. All passenger stations that are served by the public transportation services contained in the NTD Annual report must be reported.

Exhibit 29 — Reporting Passenger Stations

Example: Coaster Transit Agency provides MB service to a FB passenger station that is owned by Coast Transportation Authority. How should the passenger station be reported?

Solution: Coaster Transit Agency should report 1 passenger station while Coast Transportation Authority also reports 1 passenger station. Stations are reported by use, not ownership.

Station Criteria

The intent of the definition of a passenger station is to capture significant structures in separate rights-of-way (ROW). This usually means a platform area for rail modes and something more than a street stop or street side passenger shelter for non-rail modes.

The following rules apply:

- All rail passenger facilities are stations (except for LR, CC, and SR modes);

- All LR, CC, and SR passenger facilities serving track that is in a separate ROW (not in mixed street traffic) that have platforms are stations;

- All MB, RB, CB, and TB passenger facilities in a separate ROW that have an enclosed structure (building) for passengers for such items as ticketing, information, restrooms, concessions, and telephones are stations;

- If the track is in mixed traffic, stops on streets or in medians for CC, LR, SR, MB, RB, CB, and TB are not stations if at most they have shelters, canopies, lighting, signage or ramps for accessibility requirements, (i.e., no separate, enclosed buildings); and

- All transportation, transit or transfer centers, park-and-ride facilities and transit malls are stations if they have an enclosed structure (building) for passengers for such items as ticketing, information, restrooms, concessions, and telephones.

This is an enclosed building in a separate ROW. It is a passenger station.

This is only a shelter, not in a separate ROW. It is not a passenger station.

Multi-Modal Stations

Another reporting consideration is the definition of a multi-modal station. A station is defined as multi-modal if it serves one of your transit agency's modes and serves at least one of the following:

- Other transit modes whether by your transit agency or another transit agency;

- Amtrak (non-transit services);

- Airports;

- Intercity bus (non-transit services such as Greyhound and Trailways); and

- Water transportation (non-transit services).

ADA Accessibility

The last reporting consideration is whether the station meets the Americans with Disabilities Act of 1990 (ADA) accessibility requirements. To meet other federal requirements, your transit agency probably has made this assessment.

Maintenance Facilities

Maintenance facilities are reported by:

- Type – general purpose or heavy maintenance

- Ownership – owned or leased

- Size – the number of revenue vehicles that can be serviced.

Type

Maintenance facilities are the garages and buildings where routine maintenance and repairs are performed (general purpose maintenance facility) and, in larger transit agencies, where engine and other major unit rebuilds are performed (heavy maintenance facility). General purpose maintenance facilities generally also serve as operating garages where vehicles are stored and dispatched daily for revenue service.

In some transit agencies, the same facility is used for both general purpose and heavy maintenance. Report joint general purpose/heavy maintenance facility as a general purpose maintenance facility.

Ownership

Maintenance facility ownership is reported based on the type of service (TOS), either DO or PT.

For DO service, the interest is in whether the facility is publicly owned, either by the transit agency itself or by another public entity, such as a city highway department maintenance facility, or whether the facility is leased from a private entity.

For PT service, the interest is in whether there is public involvement in the maintenance facility either as a public facility owned or leased by the buyer of the PT service, or whether the PT provider owns its own facility or leases one from a private entity.

Size

The size of the facility is based on how many revenue vehicles can be serviced and stored. It is a measure of capacity of the facility, not the number of revenue vehicles currently operated from the facility.

Shared Facilities

Some transit agencies operate more than one mode from a facility or use the facility for both DO and PT services. The most common arrangement is the operation of MB and DR vehicles from a single facility.

If a facility is shared by more than one mode or TOS, allocate fractional portions of the facility among the modes and TOS so that, in total, only one facility is reported (e.g., 0.9 for MB/DO and 0.1 for DR/DO). See Example 14 for details about allocating facilities.

Detailed Instructions

This form is tailored to meet the different reporting requirements for:

- *Scheduled versus non-scheduled services*. The fixed schedule services form for rail modes, MB, RB, CB, TB, FB, and TR collects information about passenger stations. The non-scheduled services form for DR, VP, JT, and PB does not collect passenger station information.

- *TOS*. The forms for DO or PT have different ownership types for maintenance facilities.

Complete one form for each mode and TOS.

Passenger Stations

Report the number of transit passenger stations, distinguishing between Americans with Disabilities Act of 1990 (ADA) accessible stations and non-ADA accessible stations, and total number of multi-modal stations. Report the number of stations that serve transit passengers, regardless of ownership.

For rail modes, report the station in each rail mode and TOS that it is used. This may result in the "double counting" of some stations since they might be served by two rail modes (e.g., HR/DO and LR/DO) or two TOS (e.g., CR/DO and CR/PT).

Many rail stations also should be counted as multi-modal stations when they are served by two or more rail modes (e.g., HR and LR) or by a non-rail mode, typically MB. When multiple rail modes serve a station, report the station as multi-modal on each form.

However, the "double-counting" rule does not apply when a station is served by rail modes and a non-rail mode, such as MB, CB or RB. In these cases, report the station only under the rail modes.

For example, you should report a station that serves CR, LR, and MB on the A-10 forms for CR and LR, but not the MB A-10 form. You would report the station as multi-modal on both the CR and LR forms.

For non-rail modes, report the station in each mode and TOS that it is used. This may result in the "double counting" of some stations, because two types of MB service (e.g., MB/DO and MB/PT) serve them, or because a combination of MB, CB and RB services serve them.

Americans with Disabilities Act of 1990 Accessible Stations

Accessible stations do not have physical barriers that prevent or restrict access by individuals with disabilities, including individuals who use wheelchairs. To meet other federal requirements, your transit agency should have identified accessible stations.

Non-ADA Accessible Stations

Non-accessible stations do not provide easy access (i.e., do not meet accessibility requirements with regards to physical barriers, signage and other aids to enable individuals with disabilities, including individuals who use wheelchairs) to use public transit.

Multi-Modal Passenger Stations

Report the total number of passenger stations serving multiple modes. Modes include other transit modes, AMTRAK, airports, water transportation, and intercity bus.

If a rail passenger station also has MB, CB or RB services, report it as a multi-modal passenger station if it has more than three bus bays or one bay with capacity for more than three buses.

Escalators and Elevators

Report the number of escalators and elevators within the passenger stations. These are used to transfer passengers between levels in a station or parking facility or between each other. Elevators and escalators exclude moving sidewalks.

Do not include non-passenger escalators and elevators used only for freight, or by transit staff, or as a back-up if passenger escalators and elevators break down.

Maintenance Facilities

Report the type of maintenance facility based on the type of work performed (for general maintenance or for heavy maintenance). If there is only one facility that is used for both general and heavy maintenance, report the facility as a general purpose facility.

Report maintenance facility ownership by category. The categories are different for DO and PT services. For DO modes, there are three categories of ownership:

- Owned facilities;

- Facilities leased from another public agency; and

- Facilities leased from a private entity.

For PT modes, there are four categories of ownership:

- Owned by service provider — facility owned by seller of PT service (public entity or private operator);

- Owned by public agency for service provider — facility owned by public agency buying PT (reporter);

- Leased by public agency for service provider — facility leased by public agency buying PT service (reporter) from a third party; and

- Leased by service provider — facility leased by seller of PT service (public entity or private operator) from a third party.

> Do not report maintenance facilities where maintenance services are performed by a third-party vendor. For example, a transit agency has a PT agreement with a private company for DR service. The DR vans are taken to the local gasoline service station (third-party vendor) for routine repairs and servicing. Do not report the local gasoline service or body shops as a maintenance facility.

General Purpose Maintenance Facilities

Report general purpose maintenance facilities by:

- Ownership – owned or leased; and

- Size – the number of revenue vehicles that can be serviced.

Size is divided into three categories based on the number of revenue vehicles that can be serviced:

- Under 200 vehicles;

- 200 – 300 vehicles; and

- More than 300 vehicles.

Report the facility size based on design capacity, not the number of vehicles assigned to the facility.

For PT service, these are the facilities owned or leased by the buyer for the seller, or the facilities owned or leased by the seller for inspection, service and repair of the revenue vehicles used under the PT agreement.

If the same facility serves more than one mode or TOS, allocate the facility's use by mode or TOS to one decimal place. See Exhibit 31 below.

Exhibit 30 — Serves versus Capacity

Example: Coaster Transit Agency operates 175 vehicles and owns a maintenance facility that can store 225 vehicles. What size of general purpose maintenance facility should they report?

Solution: CTA should report a general purpose maintenance facility that serves 200 – 300 vehicles.

Heavy Maintenance Facilities

Report heavy maintenance facilities by ownership category. There are no size categories for heavy maintenance facilities.

For PT service, these are the facilities owned or leased by the buyer for the seller, or the facilities owned or leased by the seller for engine and other major unit rebuilds of the revenue vehicles used under the PT agreement.

If the same facility serves more than one mode or TOS, allocate the facility's use by mode or TOS to one decimal place. Do not include service vehicles when allocating maintenance facilities. See the example below.

Exhibit 31 — Reporting Maintenance Facilities

Example: Coaster Transit Agency uses one of its general purpose maintenance facilities for servicing both MB and DR vehicles for DO services, and for DR PT service. How should maintenance facilities be reported?

Solution: Allocate the facility based on usage. One way to estimate usage is to allocate the number of vehicles available in annual maximum service for each mode and TOS. Report facilities allocated to each mode and TOS.

Mode	Vehicles Serviced	Percent of Total	Prorated Reported	Facilities	
MB/DO	240	82.8%	0.8	Line 08, column a	Owned/public agency
DR/DO	30	10.3%	0.1	Line 08, column a	Owned/public agency
DR/PT	20	6.9%	0.1	Line 08, column a	Owned/public agency for service provider
Total	**290**	**100%**	**1.0**	**Serving 200 – 300 vehicles**	

Line by Line Instructions for Stations and Maintenance Facilities from (A-10)

Complete one form for each mode and type of service (TOS).

Form Level Help: Click on the **Help** tab at the top of the screen for form level help.

Form Notes: You can attach a form note to any form. Use the **Add Form Note** link to provide relevant information related to a specific field, to the entire form or to multiple forms. Click on the **Add Form Note** link at the top of the screen and enter your note on the **Notes** screen. You can review and/or edit a form note from the **Notes** tab. Do not use the **Form Notes** feature to answer issues generated from this form. To respond to issues, from the **Issues** tab use the **Add Comments** link next to the specific issue.

Saving or Closing the Form: Click on the **Save** button at the bottom of the screen to save the form. Click on the **Close** button at the bottom of the screen to close the form without saving.

Passenger Stations

This section does not apply to DR, DT, JT, PB, and VP modes.

Line 01, column a: Americas with Disabilities Act of 1990 (ADA) Accessible Passenger Stations — Number of Facilities.

- Enter the number of transit passenger stations that do not restrict access to individuals with disabilities under Americans with Disabilities Act of 1990 (ADA) requirements.
  - o For transit rail modes, report the station in each mode and TOS that it is used.
  - o For transit rail modes and bus modes (MB, CB, RB) at the same station, count the station only under the rail mode.
  - o For transit non-rail modes, report the station in each mode and TOS that it is used.

Line 02, column a: ADA Non-Accessible Passenger Stations — Number of Facilities.

- Enter the number of transit passenger stations that do not meet ADA accessibility requirements for individuals with disabilities.
    - o For transit rail modes, report the station in each mode and TOS that it is used.
    - o For transit rail modes and MB mode at the same station, count the station only under the rail mode.
    - o For transit non-rail modes, report the station in each mode and TOS that it is used.

Line 03, column a: Total Stations — Number of Facilities. This is an **auto-calculated** field and cannot be edited. This field displays the total number of ADA accessible and non-ADA accessible passenger stations.

Line 04, column a: Number of Multi-Modal Stations — Number of Facilities.

- Of the total number of transit passenger stations, enter the number of those serving multiple transit modes, AMTRAK, airports or intercity bus.
    - o If the primary mode is rail and the passenger station has more than three bus bays or one bay with capacity of more than three buses, report it as a multi-modal passenger station.

Line 05, column a: Escalators — Number of Facilities.

- Enter the number of escalators in passenger stations whose primary purpose is to transfer passengers between levels in a station or parking facility or between each other, exclude moving sidewalks.

Line 06, column a: Elevators — Number of Facilities.

- Enter the number of elevators in passenger stations whose primary purpose is to transfer passengers between levels in a station or parking facility or between each other, excluding moving sidewalks.

Maintenance Facilities - Directly Operated Service

Line 07: General Purpose Maintenance Facilities Serving under 200 Vehicles

- Column a: Owned. Enter the number of maintenance facilities that are owned by the transit agency and that are designed to service up to 200 revenue vehicles.
- Column b: Leased from Another Public Agency. Enter the number of maintenance facilities that the transit agency leases from another public agency and that are designed to service up to 200 revenue vehicles. If you are a private company filing an NTD Annual report as directly operated (DO) service, select this category if you are using any public agency facility for maintenance whether it is leased or owned by the buyer for your use under the PT agreement.
- Column c: Leased from a Private Entity. If you are a private company filing an NTD Annual report as DO service, select this category if you are using any private facility for maintenance whether it is leased by the buyer or by yourself for your use under the PT agreement.
    - o Enter the number of maintenance facilities that the transit agency leases from a private entity and that are designed to service up to 200 revenue vehicles.
- Column g: Total. This is an **auto-calculated** field and cannot be edited. This field displays the total number of general purpose maintenance facilities that are designed to service up to 200 revenue vehicles.

Line 08: General Purpose Maintenance Facilities Serving 200-300 Vehicles

- Column a: Owned.
    - o Enter the number of maintenance facilities that are owned by the transit agency and that are designed to service 200 to 300 revenue vehicles.
- Column b: Leased from another Public Agency. If you are a private company filing an NTD Annual report as DO service, select this category if you are using any public agency facility for maintenance whether it is leased or owned by the buyer for your use under the PT agreement.
    - o Enter the number of maintenance facilities that the transit agency leases from another public agency and that are designed to service 200 to 300 revenue vehicles.
- Column c: Leased from a Private Entity. If you are a private company filing an NTD Annual report as DO service, select this category if you are using any private facility for maintenance whether it is leased by the buyer or by yourself for your use under the PT agreement.
    - o Enter the number of maintenance facilities that the transit agency leases from a private entity and that are designed to service 200 to 300 revenue vehicles.

- Column g: Total. This is an auto-calculated field and cannot be edited. This field displays the total number of general purpose maintenance facilities that are designed to service 200 to 300 revenue vehicles.

Line 09: General Purpose Maintenance Facilities Serving more than 300 Vehicles

- Column a: Owned. Enter the number of maintenance facilities that are owned by the transit agency and that are designed to service more than 300 revenue vehicles.

- Column b: Leased from another Public Agency. If you are a private company filing an NTD Annual report as DO service, select this category if you are using any public agency facility for maintenance whether it is leased or owned by the buyer for your use under the PT agreement.

    o Enter the number of maintenance facilities that the transit agency leases from another public agency and that are designed to service more than 300 revenue vehicles.

- Column c: Leased from a Private Entity. If you are a private company filing an NTD Annual report as DO service, select this category if you are using any private facility for maintenance whether it is leased by the buyer or by yourself for your use under the PT agreement.

    o Enter the number of maintenance facilities that the transit agency leases from a private entity and that are designed to service more than 300 revenue vehicles.

- Column g: Total. This is an auto-calculated field and cannot be edited. This field displays the total number of general purpose maintenance facilities that are designed to service more than 300 revenue vehicles.

Line 10: Heavy Maintenance Facilities

- Column a: Owned. Enter the number of heavy maintenance facilities that are owned by the transit agency.

- Column b: Leased from another Public Agency. If you are a private company filing an NTD Annual report as DO service, select this category if you are using any public agency facility for maintenance whether it is leased or owned by the buyer for your use under the PT agreement.

    o Enter the number of heavy maintenance facilities that the transit agency leases from another public agency.

- Column c: Leased from a Private Entity. If you are a private company filing an NTD Annual report as DO service, select this category if you are using any private facility for maintenance whether it is leased by the buyer or by yourself for your use under the PT agreement.

    o Enter the number of heavy maintenance facilities that the transit agency leases from a private entity.

- Column g: Total. This is an **auto-calculated** field and cannot be edited. This field displays the total number of heavy maintenance facilities.

Line 11: Total Maintenance Facilities

- Column a: Owned. This is an **auto-calculated** field and cannot be edited. This field displays the total number of general purpose and heavy maintenance facilities that are owned by the transit agency.

- Column b: Leased from another Public Agency. This is an **auto-calculated** field and cannot be edited. This field displays the total number of general purpose and heavy maintenance facilities that the transit agency leases from another public agency.

- Column c: Leased from a Private Entity. This is an **auto-calculated** field and cannot be edited. This field displays the total number of general purpose and heavy maintenance facilities that the transit agency leases from a private entity.

- Column g: Total. This is an **auto-calculated** field and cannot be edited. This field displays the total number of general purpose and heavy maintenance facilities.

Maintenance Facilities - Purchased Transportation Service

Line 07: General Purpose Maintenance Facilities Serving under 200 Vehicles

- Column a: Owned by Service Provider.

    o Enter the number of maintenance facilities that are owned by the service provider and that are designed to service up to 200 revenue vehicles.

- Column d: Owned by Public Agency for Service Provider.

- Enter the number of maintenance facilities that are owned by the public agency for the service provider and that are designed to service up to 200 revenue vehicles.

- Column e: Leased by Public Agency for Service Provider.

    o Enter the number of maintenance facilities that are leased by the public agency for the service provider and that are designed to service up to 200 revenue vehicles.

- Column f: Leased by Service Provider.

    o Enter the number of maintenance facilities that are leased by the service provider and that are designed to service up to 200 revenue vehicles.

- Column g: Total. This is an **auto-calculated** field and cannot be edited. This field display the total number of general purpose maintenance facilities that are designed to service up to 200 revenue vehicles.

Line 08: General Purpose Maintenance Facilities Serving 200-300 Vehicles

- Column a: Owned by Service Provider.

    o Enter the number of maintenance facilities that are owned by the service provider and that are designed to service 200 to 300 revenue vehicles.

- Column d: General Purpose Maintenance Facilities Serving 200-300 Vehicles — Owned by Public Agency for Service Provider.

    o Enter the number of maintenance facilities that are owned by the public agency for the service provider and that are designed to service 200 to 300 revenue vehicles.

- Column e: General Purpose Maintenance Facilities Serving 200-300 Vehicles — Leased by Public Agency for Service Provider.

    o Enter the number of maintenance facilities that are leased by the public agency for the service provider and that are designed to service 200 to 300 revenue vehicles.

- Column f: General Purpose Maintenance Facilities Serving 200-300 Vehicles — Leased by Service Provider.

    o Enter the number of maintenance facilities that are leased by the service provider and that are designed to service 200 to 300 revenue vehicles.

- Column g: Total. This is an **auto-calculated** field and cannot be edited. This field display the total number of general purpose maintenance facilities that are designed to service 200 to 300 revenue vehicles.

Line 09: General Purpose Maintenance Facilities Serving more than 300 Vehicles

- Column a: Owned by Service Provider.

    o Enter the number of maintenance facilities that are owned by the service provider and that are designed to service more than 300 revenue vehicles.

- Column d: General Purpose Maintenance Facilities Serving 200-300 Vehicles — Owned by Public Agency for Service Provider.

    o Enter the number of maintenance facilities that are owned by the public agency for the service provider and that are designed to service more than 300 revenue vehicles.

- Column e: General Purpose Maintenance Facilities Serving 200-300 Vehicles — Leased by Public Agency for Service Provider.

    o Enter the number of maintenance facilities that are leased by the public agency for the service provider and that are designed to service more than 300 revenue vehicles.

- Column f: General Purpose Maintenance Facilities Serving 200-300 Vehicles — Leased by Service Provider.

    o Enter the number of maintenance facilities that are leased by the service provider and that are designed to service more than 300 revenue vehicles.

- Column g: Total. This is an **auto-calculated** field and cannot be edited. This field display the total number of general purpose maintenance facilities that are designed to service more than 300 revenue vehicles.

Line 10: Heavy Maintenance Facilities

- Column a: Owned by Service Provider.

    o Enter the number of heavy maintenance facilities that are owned by the service provider.

- Column d: Owned by Public Agency for Service Provider.

  o Enter the number of heavy maintenance facilities that are owned by the public agency for the service provider.

- Column e: Leased by Public Agency for Service Provider.

  o Enter the number of heavy maintenance facilities that are leased by the public agency for the service provider.

- Column f: Leased by Service Provider.

  o Enter the number of heavy maintenance facilities that are leased by the service provider.

- Column g: Total. This is an **auto-calculated** field and cannot be edited. This field displays the total number of heavy maintenance facilities.

Line 11: Total Maintenance Facilities

- Column a: Owned by Service Provider. This is an **auto-calculated** field and cannot be edited. This field displays the total number of general purpose and heavy maintenance facilities that are owned by the service provider.

- Column d: Owned by Public Agency for Service Provider. This is an **auto-calculated** field and cannot be edited. This field displays the total number of general purpose and heavy maintenance facilities that are owned by the public agency for the service provider.

- Column e: Leased by Public Agency for Service Provider. This is an **auto-calculated** field and cannot be edited. This field displays the total number of general purpose and heavy maintenance facilities that are leased by the public agency for the service provider.

- Column f: Leased by Service Provider. This is an **auto-calculated** field and cannot be edited. This field displays the total number of general purpose and heavy maintenance facilities that are leased by the service provider.

- Column g: Total. This is an **auto-calculated** field and cannot be edited. This field displays total number of general purpose and heavy maintenance facilities.

Transit Way Mileage form (A-20)

| Home | e-File | Annual | Monthly Ridership | Safety & Security | Notes | Issues | Reports | Communications | Sys Admin | Help |

Form Name: Transit Way Mileage Rail (A-20)   **Add Form Note**   **Close Form**

Line		a	b	c
Mode/Service		**CR/PT**	**LR/DO**	**SR/DO**
Guideway Classification		**Miles of Track**	**Miles of Track**	**Miles of Track**
01	At grade: Exclusive right-of-way (ROW)	145.4	5	0
02	At grade: With cross traffic	0.3	15.7	1.7
03	At grade: Mixed and cross traffic	0	0	1
04	Elevated-on-structure	0.6	12.7	0
05	Elevated-on-fill	0	0	0
06	Open-cut	0.6	0	0
07	Subway	2.4	5.1	0
08	**Total Miles**	149.3	38.5	2.7
		Crossings	**Crossings**	**Crossings**
09	At grade Crossings: With cross traffic	117	37	10
10	At grade Crossings: Mixed and cross traffic	0	0	4
11	**Total Crossings**	117	37	14

[Save]   [Close]   [Print]

| Home | e-File | Annual | Monthly Ridership | Safety & Security | Notes | Issues | Reports | Communications | Sys Admin | Help |

Form Name: Transit Way Mileage Non-Rail (A-20)   **Add Form Note**   **Close Form**

Line		a	b	c
Mode/Service		**MB/DO**	**RB/DO**	**TB/DO**
Guideway Classification		**Lane Miles**	**Lane Miles**	**Lane Miles**
12	Exclusive FG	1		
13	Exclusive HIB	2		
14	Controlled Access HIB	3		
08	**Total Miles**	6		

[Save]   [Close]   [Print]

Overview

The purpose of the A-20 form is to collect data for rail modes on system track and its construction, and for non-rail modes, on lane mileage (bus (MB), trolleybus (TB), commuter bus (CB), bus rapid transit (RB), aerial tramway (TR)) for fixed guideway (FG).

Reporting Requirements and Thresholds

All transit agencies operating fixed route, fixed schedule service that operate on fixed guideway or high intensity bus segments must complete this form. Complete a single form for all rail modes and a single form for all non-rail modes.

This form is not applicable to DR, DT, JT, PB, VP and FB modes.

What Has Changed from Prior Year

Exclusive right-of-way (ROW) and Controlled access right-of-way (ROW) have been replaced on the Non-Rail version of the form by the following categories: Exclusive Fixed Guideway, Exclusive High Intensity Bus, and Controlled Access High Intensity Bus.

Approach

The reported data represents the inventory of fixed guideway (FG) and high intensity bus (HIB) facilities with fixed route, fixed schedule services for rail and non-rail modes at the end of the fiscal year.

You need to understand the following concepts to use this form:

- Guideway classification;
- Bus guideway safe operation; and
- Multiple modes or types of service (TOS) operating on a FG facility.

Guideway Classification

The definition of FG is a separate right-of-way (ROW) for the exclusive use of public transportation vehicles. By this definition, all rail modes operate exclusively (i.e., 24 hours per day and seven days per week) on FG.

For rail modes, you report miles of track according to facility construction using the following categories:

- At grade
    - o Exclusive right-of-way
    - o With cross traffic
    - o Mixed and cross traffic
- Elevated
    - o On structure
    - o On fill
- Open cut
- Subway

The concept of FG also has been extended to non-rail modes. TR operates over its own exclusive air space that is considered its own FG.

By Federal statute, the ROW used by FB also is considered exclusive FG. However, although FB is a fixed route, fixed schedule mode, you are not required to report lane miles of waterway on this form.

The remaining fixed route modes (MB, CB, RB and TB) sometimes operate on their own FGs, but may operate with other vehicles. For MB, CB, RB and TB, you report lane miles by three types of ROW for transit operations:

- Exclusive Fixed Guideway: these segments are exclusive at all times, 24 hours per day, seven days per week.
- Exclusive High Intensity Bus: these segments are HOV or HO/T lanes at all times, 24 hours per day, seven days per week or alternatively may be HOV or HO/T lanes for a portion of the 168 hours of the week and exclusive to transit for the remainder of the week.

- Controlled Access High Intensity Bus: these segments may be exclusive to transit or function as HOV or HO/T for a certain number of hours, but are open to general traffic for some part of the week.

Mixed traffic right-of-way is the fourth type of ROW. You do not report lane miles for mixed traffic ROW on this form.

Bus Guideway Safe Operation

Safe operation is a requirement that applies only to MB, CB, and RB FG and HIB facilities. It only applies to priority lanes (e.g., on freeways/expressways/high speed facilities) used by a bus mode to ensure safe travel. If the priority lanes do not meet the safe operation requirements, they are not classified as FG or HIB for NTD reporting. Priority lanes that are used by MB, CB, and RB meet the safe operation requirement if there is safe separation between free flowing high occupancy vehicle (HOV) lanes and the congested, unrestricted lanes. Safe separation can be provided in two ways:

- Physical barriers such as cones, concrete dividers, medians; and

- Pavement markings such as a double solid wide line, a single solid wide line, a single broken wide line, or a diagonally striped area between lanes.

See below for graphic illustrations of safe operation designs.

Safe Operation — HOV lanes separated from general traffic lanes by double solid lines.

Safe Operation — HOV lanes separated from general traffic lanes by pylons.

Safe Operation — HOV lanes separated by fencing.

Safe Operation — HOV lanes separated from general traffic lanes by concrete barrier.

Sometimes HOV lanes are identified by roadside or overhead signs, or by a diamond symbol in the lane. By themselves, roadside or overhead signs or diamond symbols do not meet the NTD requirements for safe operation. Priority lanes only meet the NTD requirements if one of the two ways discussed above — physical barriers or specific pavement markings — is provided. (Information on signage can be found in the Manual on Uniform Traffic Control Devices, Millennium Edition, December 2001, Section 3B.23, Preferential Lane Longitudinal Markings.)

You may find more information about safe operation in the chapter on the S-10 form.

Multiple Modes or Types of Service on a Fixed Guideway Facility

You must report all FG and HIB facilities on which a mode was operated either directly or through a PT agreement. It is possible that different modes or TOS operated on the same facility or a portion (segment) of the facility. The following rules apply in these situations:

- Report all segments for each mode, even if more than one mode operates over some or all of the same segments.

- If directly operated (DO) and purchased transportation (PT) service of the same mode operates on some or all of the same segments, report these segments on both the DO and PT forms.

- If your report includes multiple sellers of service of the same mode that operate on common segments, report the segments only once on the PT form.

- If the seller files a separate report, then the seller reports all segments over which it operates, even if the buyer of service operates over some or all of the same segments and includes them in its report.

Detailed Instructions

The form is tailored for rail modes and non-rail modes.

Rail Modes

Report the miles of track for all rail modes. If the track is at grade with cross traffic or at grade with mixed and cross traffic, report the number of crossings.

- Miles of Track: Length of track to nearest tenth of a mile per segment of ROW. Miles of track are measured without regard to whether or not rail traffic can flow in only one direction on the track. All track is counted, including yard track and sidings.

- Number of Crossings: The number of locations at which other traffic may traverse the ROW for rail modes operating at grade.

The following Exhibit illustrates the reporting of miles of track.

Track Construction

For selected rail modes—MG, IP, and CC — report track miles and crossings as follows:

- MG —report only total track miles as elevated on structure. There are no track crossings.

- IP —report only total track miles as at grade, exclusive ROW. There are no track crossings.

- CC —report only total track miles and total number of crossings as at grade, mixed and cross traffic.

Exhibit 32 — Calculating Track Miles

Example 1 – This example depicts one segment of track a mile long with service in two directions. How many miles of track do you report?

Solution: Track is measured without regard to routes or direction of travel. Report this as one mile of track.

Example 2 – This example illustrates a one-mile segment with inbound and outbound parallel tracks. How many miles of track do you report?

Solution: Track is measured without regard to routes or direction of travel. Report this as two miles of track.

However, for the other rail modes (CR, HR, LR, YR, SR, and AR) report the required data based on the physical construction of the rail segment. Track construction is summarized for at grade, elevated, open cut and subway segments.

NTD divides at grade (surface level) rail into three categories based on traffic restrictions for non-rail traffic:

- At grade, exclusive ROW restricts all non-rail traffic from entering the ROW;

- At grade, with cross traffic restricts all non-rail traffic from entering the right-of-way ROW except to cross at grade level crossings; and

- At grade, mixed and cross traffic has no restrictions; non-rail traffic moving in the same direction or cross directions may pass.

NTD categorizes elevated guideway (exclusive ROW above surface level) in two ways:

- Elevated on structure (e.g., bridges, overpasses); and

- Elevated on fill (solid ground such as dirt, concrete).

The last two classifications are for segments below surface level:

- Open cut is an excavated opening without a cover constructed over it; and

- Subway tunnel/tube is covered and operates through an underground tunnel/tube.

Non-Rail Modes

For TR report total TR line miles. For MB, CB, RB and TB, report lane miles as Exclusive FG, Exclusive HIB, or Controlled Access HIB.

Bus lanes are considered Exclusive FG if they are transit-exclusive at all times. Lanes that are sometimes open to mixed traffic, or to HOV or HO/T, and shoulder lanes are considered HIB.

The example below describes how to determine lane miles on a bus facility.

Exhibit 33 — Calculating Lane Miles

Example 1 – This example depicts a two-lane road, ten miles long, with service in two directions. How do you report lanes miles for this segment?
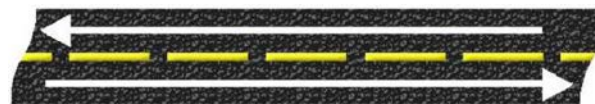
Solution: You should report 20 lane miles.

Exhibit 34 — Calculating Lane Miles and Guideway Classification Examples

Example 1: There is a high occupancy vehicle (HOV) facility ten miles long with one traffic lane running northbound and one traffic lane running southbound. It operates under HOV restrictions all times.

Solution: 10 miles for the northbound lane + 10 miles for the southbound lane = **20 lane miles, Exclusive HIB.**

Example 2: There is a reversible facility ten miles long with one traffic lane (operated north bound in the morning and south bound in the evening). During off-peak hours it is open to all traffic.

Solution: There is only one lane = **10 lane miles, Controlled Access HIB.**

Example 3: A busway (exclusive to transit vehicles at all times) is 3 miles long.

Solution: 3 lane miles, Exclusive FG.

Line by Line Instructions for Transit Way Mileage form (A-20)

Complete one form for all rail modes and one for non-rail modes.

Form Level Help: Click on the **Help** tab at the top of the screen for form level help.

Form Note: A form note can be attached to any form. Use the **Add Form Note** link for relevant information to a specific field, to the entire form or to multiple forms. Click on the **Add Form Note** link at the top of the screen and enter your note on the **Notes** screen. You can review and/or edit a form note from the **Notes** tab. Do not use the **Form Notes** feature to answer issues generated from this form. From the **Issues** tab use the **Add Comments** link next to the specific issue.

Saving or Closing the Form: Click on the **Save** button at the bottom of the screen to save the form. Click on the **Close** button at the bottom of the screen to close the form without saving.

Rail Modes

Miles of Track by mode and type of service (TOS)

Line 01: At Grade: Exclusive Right-of-Way (ROW).

- Enter the number of track miles, to the nearest tenth of a mile, on at grade, exclusive rail right-of-way (ROW), including yard and side track. Count all tracks regardless of direction or number of parallel tracks.

- Applicable for commuter rail (CR), heavy rail (HR), light rail (LR), streetcar rail (SR), hybrid rail (YR), Alaska railroad (AR) and inclined plane (IP) modes.

Line 02: At Grade: With Cross Traffic.

- Enter the number of track miles, to the nearest tenth of a mile, on at grade, with cross traffic rail ROW, including yard and side track. Count all tracks regardless of direction or number of parallel tracks.

- Applicable for CR, HR, LR, SR, YR, and AR modes.

Line 03: At Grade: Mixed and Cross Traffic.

- Enter the number of track miles, to the nearest tenth of a mile, on at grade, mixed and cross traffic rail ROW, including yard and side track. Count all tracks regardless of direction or number of parallel tracks.

- Applicable for CR, HR, LR, SR, YR, AR and cable car (CC) modes.

Line 04: Elevated on Structure.

- Enter the number of track miles, to the nearest tenth of a mile, on rail transitway elevated on structure, including yard and side track. Count all tracks regardless of direction or number of parallel tracks.

- Applicable for CR, HR, LR, SR, YR, AR, and monorail/automated guideway (MG) modes.

Line 05: Elevated on Fill.

- Enter the number of track miles, to the nearest tenth of a mile, on rail transitway elevated on fill, including yard and side track. Count all tracks regardless of direction or number of parallel tracks.

- Applicable for CR, HR, SR, YR, and LR modes.

Line 06: Open Cut. Enter the number of track miles, to the nearest tenth of a mile, in open cut rail transitway, including yard and side track. Count all tracks regardless of direction or number of parallel tracks.

- Applicable for CR, HR, LR, SR, YR, and AR modes.

Line 07: Subway.

- Enter the number of track miles, to the nearest tenth of a mile, of subway, tunnel or tube. Count all tracks regardless of direction or number of parallel tracks.

- Applicable for CR, HR, LR, SR, YR, and AR modes.

Line 08: Total Miles. This is an **auto-calculated** field and cannot be edited. This field displays the total miles of track.

Crossings by mode and TOS

Line 09: At Grade Crossings: With Cross Traffic.

- Enter the number of rail ROW traffic crossings.

Line 10: At Grade Crossings: Mixed and Cross Traffic.

- Enter the number of rail ROW traffic crossings.

Line 11: Total Crossings. This is an **auto-calculated** field and cannot be edited. This field displays the total traffic crossings.

Non-Rail modes

Lane Miles by mode and TOS

Line 12: Exclusive Fixed Guideway.

- Enter the number of lane miles to the nearest tenth of a mile, on roadway or other transit ROW reserved at all times of the day for transit vehicles only. Count all lanes/lines regardless of direction or number of parallel lanes/lines.

- Applicable for MB, CB, RB, TB and TR modes.

Line 13: Exclusive High Intensity Bus.

- Enter the number of lane miles to the nearest tenth of a mile, on roadway or other transit ROW reserved at all times for transit vehicles, HOV, or HO/T. Count all lanes regardless of direction or number of parallel lanes.

- Applicable for MB, CB, RB, and TB modes.

Line 14: Controlled Access High Intensity Bus.

- Enter the number of lane miles to the nearest tenth of a mile, on roadway or other transit ROW reserved at some, but not all, times for transit vehicles, HOV, or HO/T. Count all lanes regardless of direction or number of parallel lanes.

- Applicable for MB, CB, RB, and TB modes.

Line 08: Total Miles. This is an **auto-calculated** field and cannot be edited. This field displays the total lane miles.

Revenue Vehicle Inventory form (A-30)

| Home | e-File | Annual | Monthly Ridership | Safety & Security | Notes | Issues | Reports | Communications | Sys Admin | Help |

Form Name: Revenue Vehicle Inventory (A-30)   **Mode:** MB   **Service:** PT   **Add Form Note**   **Close Form**

	a	b	c	d	e	f	g	h	i	j	k	m	n	o	p	q	r	s	t	u
RVI ID	Number of Vehicles in Total Fleet	Dedicated Fleet	Vehicle Type Code	Ownership Code	Funding Source	Year of Manufacture	Year of Rebuild	Manufacturer Code	Model	Number of Active Vehicles in Fleet	Number of Americans with Disabilities Act of 1990 (ADA) Accessible Vehicles	Number of Emergency Contingency Vehicles	Fuel Type Code	Vehicle Length (in feet)	Seating Capacity	Standing Capacity	Total Miles on Active Vehicles During the Period	Average Lifetime Miles per Active Vehicle	Used for another mode	Delete Vehicle Fleet
30074	5	2. Yes	07. BU	6. OOPE	5. NFPE	2002		GCC	GCII	5	5	0	04. DF	22	15	8			Select	☐
30280	5	2. Yes	07. BU	6. OOPE	5. NFPE	2002		SPC	Startrans	0	0	0	04. DF	28	25	10			Select	☐
37761	30	2. Yes	07. BU	6. OOPE	5. NFPE	2009		GCC	GCII	30	30	0	09. GA	22	15	8			Select	☐
37762	7	2. Yes	07. BU	6. OOPE	5. NFPE	2009		GLV	Titan	7	7	0	04. DF	28	27	8			Select	☐
	47									42	42	0								

Add Vehicle Fleet

Lines 1 - 4 of 4

Save   Close   Print

Overview

The A-30 form captures the characteristics of all vehicles in the revenue vehicle inventory at the end of the fiscal year.

Reporting Requirements and Thresholds

All transit agencies must complete this form. Complete one form for each mode and type of service (TOS).

What Has Changed from Prior Year

Grain additive (GR) has been eliminated as a fuel type and hydrogen (HY) has been added.

Approach

The reported data represents the inventory of all revenue vehicles (i.e., those used to transport passengers) used to provide public transportation at the end of the fiscal year. For CR, both passenger cars and the locomotives used to pull or push them are included in the inventory.

This inventory identifies the vehicles in total fleet. Include all revenue vehicles in the inventory:

- Vehicles in operation, (i.e., providing revenue service);
- Spare vehicles;
- New vehicles purchased and delivered (but not yet put into revenue service);
- Vehicles awaiting sale or disposal;
- Vehicles out for long term repair;
- Vehicles in storage; and
- Vehicles in a Federal Transit Administration (FTA) approved emergency contingency plan.

The inventory includes only revenue vehicles at the fiscal year end (FYE). Vehicles in total fleet do not include vehicles that were in use part of the year but were sold or deposed before FYE, and therefore, do not appear on the transit agency asset ledger at the FYE.

The NTD requires the reporting of all revenues used to provide public transportation. The type of funding used to purchase or lease a revenue vehicle is not a criterion for determining if the vehicle should be reported. All revenue vehicles are reported, whether purchased with Federal, state, local or directly generated funds, or by a seller of purchased transportation service.

The key considerations in the approach are:

- Vehicles operating in multiple modes;
- Purchased transportation vehicles;
- Non-dedicated vehicles; and
- Grouping Vehicles by Like Characteristics (Sub-Fleet).

Vehicles Operating in Multiple Modes

Report revenue vehicles used in more than one mode or type of service (TOS) in each mode by type of service (TOS). If this is the case, use the **Supports Another Mode** drop-down menu to select the other mode. The vehicles reported as serving more than one mode or type of service (TOS) should have all fields reported as identical on all applicable forms.

Purchased Transportation

For purchased transportation (PT) modes, the vehicle data cover only the revenue vehicles that the seller uses under the purchased transportation agreement.

Non-Dedicated Vehicles

When the seller of PT service uses non-dedicated vehicles under the agreement (i.e., the vehicles are not used exclusively for the services under contract), report data for a representative subset (or sample) of the vehicles. The subset should be large enough to include the number of vehicles operated in annual maximum service (VOMS) and spare vehicles.

For example, a PT agreement is for 20 vehicles for annual maximum service and two spare vehicles. However, the seller used 50 different vehicles at various times throughout the reporting year to satisfy the agreement. Report data for 22 (20 + 2) vehicles that represent the type, age, and manufacturer of the vehicles predominantly used and that are still part of the vehicle inventory at the FYE.

There are reduced reporting requirements for non-dedicated vehicles including demand response –taxi mode (DT/PT).

Taxicab operations are unique in NTD reporting. Typically vehicles are independently owned by the driver. Not all of the vehicle characteristics apply, so the form will automatically classify vehicles for the DT/PT mode as non-dedicated. Also, it would be unusual to have inactive vehicles (e.g., vehicles in storage or awaiting sale) or vehicles purchased with public funding.

For DT and non-dedicated vehicles, report the following data:

- Number of vehicles in total fleet;
- Vehicle type code;
- Ownership code;
- Funding source;
- Number of active vehicles in fleet;
- Number of Americans with Disabilities Act of 1990 (ADA) accessible (lift-equipped and low floor, with ramp) vehicles in fleet;
- Fuel type code; and
- Seating capacity.

Grouping Vehicles by Like Characteristics (Sub-Fleet)

Group all dedicated transit revenue vehicles in the transit agency's total fleet at the end of the fiscal year, by mode and TOS, if the following characteristics are identical:

- Vehicle type;
- Ownership;
- Funding source;
- Year of manufacture;
- Year of rebuild;
- Manufacturer;
- Model number;
- Fuel type;
- Vehicle length;
- Seating capacity; and
- Standing capacity.

You report data for each group of vehicles on one row.

Detailed Instructions

Except for mileage data, Internet Reporting pre-fills the Revenue Vehicle Inventory form (A-30) from the prior year NTD.

Edit the pre-filled data as necessary and enter the required data for each group of vehicles. Use the **Add Vehicle Fleet** button at the bottom of the form to enter data for a new group of vehicles. Use the **Delete Vehicle Fleet** check box at the end of a row of pre-filled data to delete the row of data for a group of vehicles.

Number of Vehicles in Total Fleet

Report the number of vehicles in the total fleet at fiscal year end (FYE) for the group of vehicles. Total vehicles include both active vehicles and inactive vehicles held at the end of the fiscal year. Vehicles are inactive if they are in storage, retained for emergency contingencies, or awaiting sale. Vehicles sold during the RY should not be displayed on the A-30.

Active vehicles are the vehicles available to operate in revenue service. Active vehicles include spare vehicles and vehicles temporarily out of service for routine maintenance and minor repairs. Often the number of active vehicles is slightly greater than the number of vehicles available for annual maximum service reported on the Service form (S-10) because it includes spare vehicles.

Inactive vehicles are not readily available to be used in revenue service. They include vehicles that are:

- In storage;
- Emergency contingency;
- Out of service for an extended period of time for major repairs; and
- Awaiting sale or disposal.

Dedicated Fleet

Dedicated fleet is applicable only to PT services. Use the **Dedicated Fleet** drop-down menu to indicate that the fleet is dedicated: "Yes", i.e., the vehicles are used exclusively, for the service, otherwise, select "No".

Vehicle Type

Select the vehicle type from the **Vehicle Type** drop-down menu.

Exhibit 35 — Vehicle Type menu selections			
B	Articulated bus	RL	Commuter rail locomotive
AG	Automated guideway vehicle	RP	Commuter rail passenger coach
AO	Automobile	RS	Commuter rail, self-propelled passenger car
BR	Over-the-road bus	SB	School bus
BU	Bus	TB	Trolleybus
CC	Cable car	TR	Aerial tramway vehicle
DB	Double decker bus	TS	Taxicab sedan
FB	Ferryboat	TV	Taxicab van
HR	Heavy rail passenger car	TW	Taxicab station wagon
IP	Inclined plane vehicle	VN	Van
LR	Light rail vehicle	VT	Vintage trolley/streetcar
MO	Monorail/Automated Guideway		

Classify cutaway or body-on-chassis vehicles as buses (BU). A good rule of thumb is that if you can stand up and walk around inside a vehicle, it is a bus and not a van.

Some transit systems operate motor buses that are designed externally to look like trolleybuses. However, these "replica trolleybuses" are designed as motor buses and do not draw their electrical power from overhead lines but rather from an engine under their own propulsion. If your agency operates replica trolleybuses, report these buses as MB mode.

Ownership

The ownership categories are based on how public or private entities are involved in the ownership or leasing of revenue vehicles.

The three common ownership types are:

- Owned outright

- o by a Public agency (OOPA)
- o by a Private entity (OOPE).
- True lease
  - o by a Public agency (TLPA)
  - o by a Private entity (TLPE).
- Lease under a lease purchase agreement
  - o by a Public agency (LPPA)
  - o by a Private entity (LPPE).

There is one type not as commonly used: Leased or borrowed from related parties by:

- Public agency (LRPA); or
- Private entity (LRPE).

Owned outright also includes safe harbor leasing agreements where only the tax title is sold.

Under a true lease, the public agency or private entity does not acquire the ownership of the vehicle. The ownership always remains with the leasing company. Typically, at the end of the lease, the vehicle is returned to the leasing company and the public agency or private entity enters into a new lease agreement, usually for a new vehicle.

However, some leases have the option where the vehicle can be bought at the end of the lease. If the vehicle is bought, then the vehicle ownership becomes owned outright.

Under a lease purchase agreement the public agency or private entity acquires the capital appreciation of the vehicles with each lease payment. When all payments are made, it owns the vehicles. When the lease is over, the vehicle becomes owned outright.

Sometimes the vehicles are owned by another public entity and either leased to the transit agency or provided at no cost under a leased or borrowed from related parties arrangement. This may be due to legal ownership restrictions whereby the transit agency cannot own the title to the vehicles. It may be an economic consideration where one agency buys all the vehicles and leases the vehicles back to the participating agencies. Since the vehicle is not owned by the reporting agency, it is reported as leased.

From the **Ownership** drop-down menu, select the type of vehicle ownership. If you select other (OR) ownership, you must describe the ownership using the **Add Form Notes** link.

Certain ownership codes and funding sources (listed below) often are linked. For example, a vehicle owned by a public agency generally was purchased with some type of public funds.

Funding Source

The selection of funding source used to purchase or lease vehicles is determined by answering the following questions in order until a selection choice is made:

1. Were public funds used? If no, then select choice 4 NFPE: Non-Federal Private Entity. If yes, proceed to 2:
2. Were federal funds used? If no, then select choice 3 NFPA: Non-Federal Public Agency. If yes, proceed to 3:
3. Were UAFP funds used? If no, then select choice 2 OF: Other Federal. If yes, then select choice 1 UA: Urbanized Area.

Use the **Funding Source** drop-down menu to select the source of funding used to purchase or lease the vehicles.

Year of Manufacture

Report the year of manufacture for the vehicles. This is when the vehicles were originally built.

Exhibit 36 — Ownership menu selections

1	LPPA – Leased under lease purchase agreement by a public agency
2	LPPE – Leased under lease purchase agreement by a private entity
3	LRPA – Leased or borrowed from related parties by a public agency
4	LRPE – Leased or borrowed from related parties by a private entity
5	OOPA – Owned outright by public agency (includes safe harbor leasing agreements where only the tax title is sold)
6	OOPE – Owned outright by private entity (includes safe harbor leasing agreements where only the tax title is sold)
7	TLPA – True lease by a public agency
8	TLPE – True lease by a private entity
9	Other

Exhibit 37 — Funding Source menu selections

1	UA – Urbanized Area Formula Program
2	OF – Other Federal funds
3	NFPA - Non-Federal public funds
4	NFPE - Non-Federal private funds

Exhibit 38 — Year of Manufacture versus Model Year

Example: A fleet of 20 buses were manufactured in 2008. The model year of the 20 buses was 2009 as they were first manufactured in the late fall of 2008. What is the year of manufacture?

Solution: Report the year of manufacture as 2008 as this was the year that the vehicles were originally built.

Year of Rebuild

If applicable, report the year of rebuild for the vehicles. This is for work done to vehicles to extend their useful lives so that they will operate longer at an acceptable level of reliability. For example, buses with a useful life of 12 years may be rebuilt to extend their useful life to 17 years.

Under FTA grant rules (FTA Circular FTA C 9030.1D), the minimum extension of useful life for a rebuilding is four years for a bus and 10 years for a rail vehicle.

Manufacturer

Report the end manufacturer of the vehicle. Cutaway vehicles have two manufacturers: the manufacturer of the chassis and of the body. Report the manufacturer of the body. For example, if Arboc (ARB) is the manufacturer of the vehicle body with a Ford E-450 chassis, the manufacturer is reported as ARB. If the vehicle has been modified but the body has not been rebuilt, then report the manufacturer of the body. For example, if Braun installs a wheelchair lift in a Dodge Caravan, the manufacturer would be Dodge (DTD) not Braun.

Exhibit 39 — Rail Manufacturer Codes					
ABB	Asea Brown Boveri Ltd.	DHI	Daewoo Heavy Industries	MSR	Market Street Railway
ACF	American Car and Foundry Company	DWC	Duewag Corporation	PCF	PACCAR (Pacific Car and Foundry Company)
AEG	AEG Transportation Systems	FCH	Ferries and Cliff House Railway	PST	Pullman-Standard
ALS	ALSTOM Transport	GEC	General Electric Corporation	PTC	Perley Thomas Car Company
ALW	ALWEG	GMC	General Motors Corporation	RHR	Rohr Corporation
AMI	Amrail Inc.	GTC	Gomaco Trolley Company	SDU	Siemens Mass Transit Division
ASK	AAI/Skoda	HIT	Hitachi	SFB	Societe Franco-Belge De Material
BBB	Blue Bird Corporation	HSC	Hawker Siddeley Canada	SFM	San Franncisco Muni
BEC	Brookville Equipment Corporation	INE	Inekon Group, a.s.	SLC	St. Louis Car Company
BFC	Breda Transportation Inc.	JCC	Jewett Car Company	SOF	Soferval
BLM	Boise Locomotive Works	JHC	John Hammond Company	SOJ	Sojitz Corporation of America (formerly Nissho Iwai American)
BOM	Bombardier Corporation	KAW	Kawasaki Rail Car Inc. (formerly Kawasaki Heavy Industries)	SUM	Sumitomo Corporation
BUD	Budd Company	KIN	Kinksharyo USA	TCC	Tokyu Car Company
BVC	Boeing Vertol Company	MAF	Mafersa	USR	US Railcar (formerly Colorado Railcar Manufacturing)
CAF	Construcciones y Auxiliar de Ferrocarriles (CAF)	MBB	M.B.B.	UTD	UTDC Inc.
CBR	Carter Brothers	MBR	Mahoney Brothers	WAM	Westinghouse-Amrail
CSC	California Street Cable Railroad Company	MKI	American Passenger Rail Car Company (formerly Morrison-Knudsen)	WLH	W. L. Holman Car Company
CVL	Canadian Vickers Ltd.	MPT	Motive Power Industries (formerly Boise Locomotive)	ZZZ	Other (Describe)

Exhibit 40 — Non-Rail Manufacturer Codes

AAI	Allen Ashley Inc.	EDN	ElDorado National (formerly El Dorado/EBC/Nat. Coach/ NCC	NEO	Neoplan - USA Corporation
ABI	Advanced Bus Industries	EII	Eagle Bus Manufacturing	NFA	New Flyer of America
ACF	American Car and Foundry Company	ELK	Elkhart Coach (Division of Forest River, Inc.)	NOV	NOVA Bus Corporation
ACI	American Coastal Industries	FDC	Federal Coach	OBI	Orion Bus Industries Ltd. (formerly Ontario Bus Industries)
AEG	AEG Transportation Systems	FIL	Flyer Industries Ltd (aka New Flyer Industries)	OCC	Overland Custom Coach Inc.
AII	American Ikarus Inc.	FLT	Flxette Corporation	OTC	Oshkosh Truck Corporation
ALL	Allen Marine, Inc.	FLX	Flxible Corporation	PCI	Prevost Car Inc.
ALX	Alexander Dennis Limited	FRC	Freightliner Corporation	PLY	Plymouth Division-Chrysler Corp.
AMD	AMD Marine Consulting Pty Ltd	FRD	Ford Motor Corporation	PST	Pullman-Standard
AMG	AM General Corporation	FRE	Freeport Shipbuilding, Inc.	PTE	Port Everglades Yacht & Ship
AMT	AmTran Corporation	FSC	Ferrostaal Corporation	RIC	Rico Industries
ARB	Arboc Mobility LLC	GCC	Goshen Coach	SBI	SuperBus Inc.
ASK	AAI/Skoda	GCA	General Coach America, Inc.	SHI	Shepard Brothers Inc.
ATC	American Transportation Corporation	GEO	GEO Shipyard, Inc.	SCC	Sabre Bus and Coach Corp. (form. Sabre Carriage Comp.)
AZD	Azure Dynamics Corporation	GIL	Gillig Corporation	SPC	Startrans (Supreme Corporation)
BBB	Blue Bird Corporation	GIR	Girardin Corporation	SPC	Supreme Corporation
BFC	Breda Transportation Inc.	GLF	Gulf Craft, LLC	SPR	Spartan Motors Inc.
BIA	Bus Industries of America	GLH	Gladding Hearn	SSI	Stewart Stevenson Services Inc.
BLN	Blount Boats, Inc.	GLV	Glaval Bus	STE	Steiner Shipyards, Inc.
BOM	Bombardier Corporation	GMC	General Motors Corporation	STR	Starcraft
BOY	Boyertown Auto Body Works	GML	General Motors of Canada Ltd.	SUB	Subaru of America or Fuji Heavy Industries Ltd.
BRA	Braun	GOM	Gomaco	SUL	Sullivan Bus & Coach Limited
BRX	Breaux's Bay Craft, Inc.	HMC	American Honda Motor Company, Inc.	SVM	Specialty Vehicle Manufacturing Corporation
CBC	Collins Bus Corporation (form. Collins Industries Inc./COL)	HSC	Hawker Siddeley Canada IKU - Ikarus USA Inc.	TBB	Thomas Built Buses
CBW	Carpenter Industries LLC (form. Carpenter Manufacturing Inc.)	INT	International	TEI	Trolley Enterprises Inc.
CCC	Cable Car Concepts Inc.	IRB	Renault & Iveco	TMC	Transportation Manufacturing Company
CCI	Chance Bus Inc. (formerly Chance Manufacturing Company/CHI)	KIA	Kia Motors	TOU	Tourstar
CEQ	Coach and Equipment Manufacturing Company	KKI	Krystal Koach Inc.	TOY	Toyota Motor Corporation
CHA	Chance Manufacturing Company	MAN	American MAN Corporation	TRN	Transcoach
CHR	New Chrysler	MBZ	Mercedes Benz	TRT	Transteq
CMC	Champion Motor Coach Inc.	MCI	Motor Coach Industries International (DINA)	TRY	Trolley Enterprises
CMD	Chevrolet Motor Division - GMC	MDI	Mid Bus Inc.	TTR	Terra Transit
CVL	Canadian Vickers Ltd.	MER	Ford or individual makes	TTT	Turtle Top
DAK	Dakota Creek Industries, Inc.	MNA	Mitsubishi Motors; Mitsubishi Motors North America, Inc.	VAN	Van Hool N.V.
DER	Derecktor	MOL	Molly Corporation	VOL	Volvo
DIA	Diamond Coach Corporation (formerly Coons Mfg. Inc./CMI)	MTC	Metrotrans Corporation	VTH	VT Halter Marine, Inc. (includes Equitable Shipyards, Inc.)
DKK	Double K, Inc. (form. Hometown Trolley)	NAB	North American Bus Industries Inc. (form. Ikarus USA Inc./IKU)	WCI	Wheeled Coach Industries Inc.
DMC	Dina/Motor Coach Industries (MCI)	NAT	North American Transit Inc.	WDS	Washburn & Doughty Associates, Inc.
DTD	Dodge Division - Chrysler Corporation	NAV	Navistar International Corporation (also known as International/INT)	WOC	Wide One Corporation
DUC	Dutcher Corporation	NBB	Nichols Brothers Boat Builders	WTI	World Trans Inc. (also Mobile-Tech Corporation)
DUP	Dupont Industries	NBC	National Mobility Corporation	WYC	Wayne Corporation (form. Wayne Manufacturing Company/WAY)
EBC	ElDorado Bus (EBC Inc.)	NCC	National Coach Corporation	ZZZ	Other (Describe)
EBU	Ebus, Inc.				

Select the manufacturer of the vehicle from the **Manufacturer Codes** drop-down menu, by using the manufacturer name of the current corporation that manufactures the particular model. If the manufacturer is not listed, select ZZZ – Other Manufacturers. When you select type ZZZ Other for manufacturer, the system will provide a description box for you to describe the manufacturer.

Model

Report the model of the vehicle as used by the manufacturer. Do not use any spaces, dashes, or other punctuation when you enter the model.

You are not required to report vehicle model numbers for automobiles and vans used in revenue service, such as those used for demand response (DR) and vanpool (VP) services. If the model number is not available for heavy rail (HR) cars, use the most recent edition of *Roster of North American Rapid Transit Cars* from the American Public Transportation Association, www.apta.com.

Number of Active Vehicles in Fleet

Report the number of active vehicles in fleet, which are vehicles used in revenue service during the year and still active at fiscal year end (FYE). These include spares and vehicles that are in for scheduled preventive maintenance and minor repairs. Active vehicles do not include emergency contingency vehicles.

If vehicles reported were not active at the fiscal year end (FYE) but remained in the fleet because they had not been disposed of, report the number of active vehicles as zero. When reporting zero active vehicles for a fleet, the number of Americans with Disabilities Act of 1990 (ADA) accessible vehicles, the total miles on active vehicles during the period and the average lifetime miles per active vehicle should also be reported as zero.

ADA Accessible Vehicles

Report active vehicles that meet Americans with Disabilities Act of 1990 (ADA) requirements for accessibility.

Number of Emergency Contingency Vehicles

Report the number of vehicles in an approved Federal Transit Administration (FTA) Emergency Contingency Plan as inactive vehicles. These are vehicles that FTA normally requires your agency to dispose of when you replace them with vehicles funded through FTA. However, FTA can permit your transit agency to keep the vehicles in an inactive fleet to be used in the event of weather or other natural disasters that require more vehicles than are available in the active fleet. Your agency must request FTA approval of its Emergency Contingency Plan for keeping replaced vehicles in an inactive fleet.

Fuel Type

Report the type of fuel used to move the revenue vehicles in revenue service. Use the **Fuel Type** drop-down menu to select the type of fuel used for propulsion of the vehicles.

If a vehicle uses more than one type of fuel or a mixture of fuels, report the fuel type as dual fuel (DU) and click the **Add Form Notes** link to describe the types of fuel. Report the fuel type as dual fuel only if all fuels are from sources external to the vehicle.

There are special reporting rules for hybrid vehicles — vehicles that use two or more sources of power:

- Internally generated electric power
  - o Report only the primary fuel source, such as gasoline (HG) or diesel (HD) that is used to propel

Exhibit 41 — Manufacturer versus Model

Example: You have a fleet of El Dorado Aerotech cutaway vehicles built on Ford F-350 chassis. What is reported as the manufacturer and what is reported as the model?

Solution: The manufacturer is reported as El Dorado (EDN) while the model is reported as Aerotech.

Exhibit 42 — Fuel Type menu selections	
BD	Bio-diesel
BF	Bunker fuel (low grade of diesel fuel often used in ferryboat operations)
CN	Compressed natural gas (CNG)
DF	Diesel fuel
DU	Dual fuel
EB	Electric battery
EP	Electric propulsion
ET	Ethanol
GA	Gasoline
HD	Hybrid diesel
HG	Hybrid gasoline
HY	Hydrogen
KE	Kerosene
LN	Liquefied natural gas (LNG)
LP	Liquefied petroleum gas (LPG)
MT	Methanol

the vehicle.

- Externally-charged electric batteries

    - o Report the vehicle as a dual fuel (DU) if the "hybrid" vehicle uses batteries charged externally

    - o Click the **Add Form Notes** link to describe the types of fuel used which would include electric batteries charged externally.

    - o Then report each of these external fuel sources on the Energy Consumption form (R-30), for example, kilowatt hours to charge batteries and gallons of diesel.

Select EP- Electric propulsion for the trolleybus (TB) mode and vehicle type. A TB is defined as a vehicle that draws its electrical power from overhead lines.

Vehicle Length

Report the total length of the vehicles in feet.

Seating Capacity

Report the seating capacity of the vehicle. This is the actual number of seats on-board the vehicle and generally is cited in the specification used in manufacturing the vehicle.

Standing Capacity

Report the standing capacity of the vehicle. This is the number of standees allowed by transit agency policy. If local policy prohibits standing, report zero. If there is no local policy on the maximum number of standees, report the manufacturer's rated standing capacity.

Total Miles on Active Vehicles and Average Lifetime Mileage per Active Vehicle

Two statistics are reported:

- Total miles on active vehicles during period; and

- Average lifetime mileage per active vehicle.

Total Miles on Active Vehicles during Period

Report the total miles accumulated by revenue vehicles in the active fleet during the fiscal year.

Total miles on active vehicles during the period are only for mileage operated by the active vehicles during the current fiscal year that are in the revenue fleet at fiscal year end (FYE). The total miles operated include:

- The actual vehicle miles reported on the Service form (S-10); and

- The other miles operated during the reporting period such as mileage accumulated in operator training when the vehicle is not in revenue service, and mileage accumulated moving vehicles between and within maintenance facilities/garages.

Calculate the total miles by subtracting the odometer/hubodometer readings from the beginning of the fiscal year from those at the end of the fiscal year.

Average Lifetime Mileage per Active Vehicle

Report the average mileage on the vehicles at the end of the fiscal year.

This value is the average mileage, since the date of manufacture, on active vehicles that are in the active fleet at FYE. Calculate the average lifetime mileage per active vehicle by dividing the cumulative mileage on the active vehicles at the end of the fiscal year by the number of active vehicles at the end of the fiscal year.

☞ For rebuilt vehicles, average lifetime mileage does not re-start at the year of rebuild. Average lifetime mileage always begins with the original date of manufacture.

Calculate cumulative mileage by summing the odometer/hubometer readings, from the date of manufacture through FYE, for all active vehicles.

Exhibit 43 — Reporting Total Mileage During Period and Average Lifetime Mileage per Active Vehicle	

Example of Working Odometers/Hubometers: A transit agency operates MB service with a fleet of 8 vehicles. The odometer/hubometer readings for each vehicle and the vehicle status at 2013 FYE are shown below. All buses have the same vehicle type, fuel type, ownership code, funding source, year of manufacture, manufacturer code, model number and capacity (seating and standing). How does the transit agency report on the A-30?

Vehicle Number	Odometer Reading at 2012 Fiscal Year End (FYE)	Odometer Reading at 2013 Fiscal Year End (FYE)	Mileage During 2013 Fiscal Year	Status at 2013 Fiscal Year End (FYE)
1	35,005	72,188	37,183	In revenue operation
2	47,410	98,442	51,032	In revenue operation
3	20,115	25,776	5,661	Performing major overhaul
4	140,020	190,290	50,270	In revenue operation
5	38,732	68,333	29,601	Performing major overhaul
6	150,043	155,747	5,704	Emergency contingency vehicle
7	40,555	79,676	39,121	In revenue operation
8	30,080	60,045	29,965	Spare used in revenue operation

Solution: Determine active vehicles at **2013** FYE:

1. Vehicles 1, 2, 4, 7 and 8 are active vehicles at FYE (includes vehicles currently in revenue operation and temporarily out of service for routine preventive maintenance). Vehicles 3, 5 and 6 are not part of the active fleet.

2. Calculate and report average lifetime mileage per active vehicle and total mileage on active vehicles during the period:

Average lifetime mileage per active vehicle (column s): (72,188 + 98,442 + 190,290 + 79,676 + 60,045)/5 vehicles = **100,042 miles**

Total mileage on active vehicles during period (column r): (37,183 + 51,032 + 50,270 + 39,121 + 29,965) = **207,571 miles**

Exhibit 44 — Reporting Total Mileage During Period and Average Lifetime Mileage per Active Vehicle	

Example: Suppose you know average lifetime miles for a fleet and wish to calculate total miles during the period.

Year	Active Vehicles	Total Miles during the Period	Average Lifetime Mileage
2013	5	?	135,791
2012	5	55,555	123,456

The calculation can be somewhat confusing because miles during the period are a sum: the miles for all 5 vehicles added together, whereas the lifetime mileage is an average over the 5 vehicles.

On average, 135,791 - 123,456 = 12,335 miles were traveled per vehicle.

Since there are 5 vehicles, 12,335 x 5 = **61,675 total miles** were traveled during the period.

Supports Another Mode

Use the **Supports Another Mode** drop-down menu to indicate that all of the active vehicles are used to provide service on another mode of service. . Report this only for vehicles that are used to provide service on both modes. Select only one mode.

If only some of the active vehicles are used for other modes, report the grouped characteristics on two lines (rows). For example, one grouping of vehicles has twenty vehicles with the same characteristics, except five of the vehicles are used for both MB and DR mode. Report the vehicles on two lines — one with fifteen vehicles and the other with five vehicles.

You must report a fleet group shared between modes on both A-30 forms for each mode for which it is used. All fields, for shared vehicles, must be identical on the A-30 forms for each applicable mode.

If you use your buses to provide a bus bridge between rail stations during breakdowns or constructions, these buses are not reported as supporting the rail mode. Report the service as bus service and report the buses only on the A-30 form for bus.

Delete Vehicle Fleet

Click on the **Delete Vehicle Fleet** check box to remove a line (or row) of information. You generally remove this information for vehicles that were preloaded in Internet Reporting from the prior report year, but are no longer in the revenue vehicle inventory in the current report year.

Line by Line Instructions for Revenue Vehicle Inventory form (A-30)

Complete one form for each mode and type of service (TOS).

Form Level Help: Click on the **Help** tab at the top of the screen for form level help.

Form Notes: A form note can be attached to any form. Use the **Add Form Note** link for relevant information to a specific field, to the entire form or to multiple forms. Click on the **Add Form Note** link at the top of the screen and enter your note on the **Notes** screen. You can review and/or edit a form note from the **Notes** tab. Do not use the **Form Notes** feature to answer issues generated from this form. From the **Issues** tab use the **Add Comments** link next to the specific issue.

Saving or Closing the Form: Click on the **Save** button at the bottom of the screen to save the form. Click on the **Close** button at the bottom of the screen to close the form without saving.

Vehicle Fleet Data

Each line represents one vehicle fleet. Group vehicles by vehicle type, ownership, funding source, year of manufacture, year of rebuild, manufacturer, model number, fuel type, vehicle length, seating capacity and standing capacity. Edit **pre-filled** information or enter data using the **Add Vehicle Fleet** button.

Column a: Number of Vehicles in Total Fleet. This field is **pre-filled**, unless **Add Vehicle Fleet** is selected. Review for accuracy, edit as necessary.

- Enter the number of revenue vehicles in the total fleet on the transit agency's property at fiscal year end (FYE). Include vehicles in storage, emergency contingency vehicles and vehicles awaiting sale.

Column b: Dedicated Fleet. This field is **pre-filled**, unless **Add Vehicle Fleet** is selected. Review for accuracy, edit as necessary.

- Use the drop-down menu to indicate that the fleet is dedicated, (i.e., used exclusively), for the service. This is applicable only to purchased transportation (PT) services.

Column c: Vehicle Type. This field is **pre-filled**, unless **Add Vehicle Fleet** is selected. Review for accuracy, edit as necessary.

- Select only one item for vehicle type from the drop-down menu.

Column d: Ownership. This field is **pre-filled**, unless **Add Vehicle Fleet** is selected. Review for accuracy, edit as necessary.

- Complete the information based on whether the revenue vehicle is owned outright (i.e., the vehicle is an asset) or whether the vehicle is under a lease at the end of the fiscal year. Select only one item for ownership from the drop-down menu.

Column e: Funding Source. This field is **pre-filled**, unless **Add Vehicle Fleet** is selected. Review for accuracy, edit as necessary. Select only one item for funding source from the drop-down menu.

- If vehicles were purchased using funds from the Urbanized Area Formula Program (UAF) as well as funds from other Federal programs and non-Federal sources, report the funding source as Urbanized Area Formula Program funds (UA).

- If vehicles were purchased using non-Federal funds from both other public and private sources, report the funding source as non-Federal public agency funds.

- If vehicles were not purchased using any funds from Federal and non-Federal public sources, report the funding source as non-Federal private entity funds.

Column f: Year of Manufacture. This field is **pre-filled**, unless **Add Vehicle Fleet** is selected. Review for accuracy, edit as necessary.

- Enter the original year of manufacture of the vehicle.

- Not required for non-dedicated vehicles. Non-dedicated applies only to PT TOS.

Column g: Year of Rebuild. This field is **pre-filled**, unless **Add Vehicle Fleet** is selected. Review for accuracy, edit as necessary.

- Enter the year of rebuild for the vehicles, if applicable. This is for work done to vehicles to operate longer at an acceptable level of reliability.

- Not required for non-dedicated vehicles. Non-dedicated applies only to purchased transportation PT TOS.

Column h: Manufacturer. This field is **pre-filled**, unless **Add Vehicle Fleet** is selected. Review for accuracy, edit as necessary. Select only one item for the original manufacturer of the vehicle from the drop-down menu.

- See detailed list included with Manufacturer discussion. Select ZZZ-Other Manufacturers for a manufacturer not listed in the menu. Enter the description of the manufacturer in the field that appears after selecting ZZZ.

- Not required for non-dedicated vehicles. Non-dedicated applies only to purchased transportation PT TOS.

- Manufacturer should be listed as the final builder of the vehicle.

Column i: Model. This field is **pre-filled**, unless **Add Vehicle Fleet** is selected. Review for accuracy, edit as necessary.

- Enter the model number of the vehicle as used by the manufacturer.

- Do not use any spaces, dashes, or other punctuation in the identification of the model number.

- It is possible for the model to be a textual name. For example, "SpiritofMobility" would be an acceptable model for a bus.

- Not required for non-dedicated vehicles. Non-dedicated applies only to PT TOS.

- For heavy rail cars, use the most recent edition of Roster of North American Rapid Transit Cars.

- You are not required to report vehicle model numbers for automobiles and vans used in revenue service, such as those used for DR and VP services.

Column j: Number of Active Vehicles in Fleet. This field is **pre-filled**, unless **Add Vehicle Fleet** is selected. Review for accuracy, edit as necessary.

- Enter the number of active vehicles available for revenue service, including spares and vehicles in for scheduled preventive maintenance and minor repairs. Do not include emergency contingency vehicles.

Column k: Number of ADA Accessible Vehicles. This field is **pre-filled**, unless **Add Vehicle Fleet** is selected. Review for accuracy, edit as necessary.

- Of the active vehicles, enter the number that are accessible using wheelchair lifts, or using ramps or having low floors and meet Americans with Disabilities Act of 1990 (ADA) accessibility requirements. Low floor buses are a type of ramp-equipped vehicle. Low floor buses do not have stairs inside the front or rear doors. They are equipped usually with a front door accessible ramp and a kneeling feature that permits easier access for persons with mobility aids or who have difficulty climbing steps or who may use a wheelchair.

Column m: Number of Emergency Contingency Vehicles. This field is **pre-filled**, unless **Add Vehicle Fleet** is selected. Review for accuracy, edit as necessary.

- Enter the number of inactive vehicles stored and maintained under an FTA approved emergency contingency plan.

- Not required for non-dedicated vehicles. Non-dedicated applies only to PT TOS.

Column n: Fuel Type. This field is **pre-filled**, unless **Add Vehicle Fleet** is selected. Review for accuracy, edit as necessary. Select only one item for the fuel used to propel revenue vehicles from the drop-down menu.

- If a vehicle uses more than one type of fuel or a mixture of fuels, select dual fuel (DU). For dual fuel type, all fuels are from sources external to the vehicle.

- For hybrid vehicles report only the primary fuel source, such as gasoline or diesel that is used to produce electrical power to help propel the vehicle. If the "hybrid" vehicle uses batteries charged externally, then report the vehicle as a dual fuel for fuel type.

- Using the **Add Form Notes** link, describe other type of fuel.

Column o: Vehicle Length. This field is **pre-filled**, unless **Add Vehicle Fleet** is selected. Review for accuracy, edit as necessary.

- Enter the length of the vehicle in feet to the nearest whole foot.

- Not required for non-dedicated vehicles. Non-dedicated applies only to purchased transportation PT TOS.

Column p: Seating Capacity. This field is **pre-filled**, unless **Add Vehicle Fleet** is selected. Review for accuracy, edit as necessary.

- Enter the number of seats on the vehicle.

Column q: Standing Capacity. This field is **pre-filled**, unless **Add Vehicle Fleet** is selected. Review for accuracy, edit as necessary.

- Enter the number of standing passengers that can be accommodated aboard the vehicle during a normal full load (non-crush) in accordance with established loading policy, or, in the absence of a policy, the manufacturer's rated standing capacity figure. If local policy prohibits standees, enter zero.
- Not required for non-dedicated vehicles. Non-dedicated applies only to PT TOS.

Column r: Total Miles on Active Vehicles During the Period.

- Enter the total number of miles that active vehicles have accumulated during the report year. Include only vehicles that are active at the end of the fiscal year.
- Not required for non-dedicated vehicles. Non-dedicated applies only to PT TOS.

Column s: Average Lifetime Miles per Active Vehicle. This field is **pre-filled**, unless **Add Vehicle Fleet** is selected. Review for accuracy, edit as necessary.

- Enter the average lifetime mileage per active vehicle. This is the average mileage since the date of manufacture, on active vehicles that are in the revenue fleet at fiscal year end (FYE).
- Not required for non-dedicated vehicles. Non-dedicated applies only to PT TOS.
- For rebuilt vehicles, average lifetime mileage does not re-start at the year of rebuild. Average lifetime mileage always begins with the original date of manufacture.

Column t: Supports Another Mode. This field is **pre-filled**, unless **Add Vehicle Fleet** is selected. Review for accuracy, edit as necessary.

- Use the drop-down menu to indicate that all of the active vehicles are used to support another mode of service. Select a mode from the menu. A fleet group shared between modes must be indicated on both Revenue Vehicle Inventory forms (A-30) for each mode for which it is used.

Column u: Delete Vehicle Fleet. Click on the **Delete Vehicle Fleet** check-box to remove a line of information.

Totals

Column a: Number of Vehicles in Total Fleet. This is an **auto-calculated** field and cannot be edited. This field displays the total number of revenue vehicles in the fleet.

Column j: Number of Active Vehicles in Fleet. This is an **auto-calculated** field and cannot be edited. This field displays the total number of active revenue vehicles in fleet.

Column k: Number of ADA Accessible Vehicles with Lifts. This is an **auto-calculated** field and cannot be edited. This field displays the total number of active revenue vehicles that are lift-equipped or are low floor/ramp-equipped and meet Americans with Disabilities Act of 1990 (ADA) accessibility requirements.

Column m: Number of Emergency Contingency Vehicles. This is an **auto-calculated** field and cannot be edited. This field displays the total number of inactive vehicles stored and maintained under an FTA Emergency Contingency Plan.

Column r: Total Miles on Active Vehicles During the Period. This is an **auto-calculated** field and cannot be edited. This field displays the total number of miles that active vehicles have accumulated during the report year.